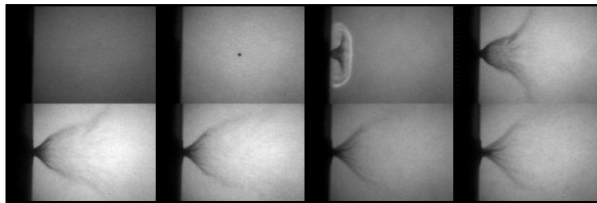


Welcome to the NASA White Sands Test Facility (WSTF) Test Evaluation and Support Team (TEST) Contract Pre-proposal Conference



**Ramada Palms Hotel
Las Cruces, NM
June 23-25, 2010**

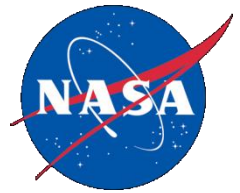


Pre-Proposal Conference Agenda

Topic	Presenter
Welcome and General Information	Harold Beeson
Opening Remarks	Frank Benz
Opening Remarks	Jeff Cullen
Procurement Overview	Irene Garcia
SOW, J Attachments, and DRD's	Harold Beeson
DRFP Highlights B thru M	Irene Garcia
Safety and Health Programs	Alton Luper
TEST Schedule and Closing Remarks	Irene Garcia
Site Tour Information and Escorted Visitor Video	John Villegas
Questions and Answers	
WSTF Site Tour (buses to depart from NW entrance of Ramada Palms) June 23, 1:15 pm to 6:00 pm and June 24, 7:15 am to 12:00 pm	Various
Pricing Breakout Session June 24, 1:30-2:30	Herb Rocha
One-on-One Discussions June 23, 10:25 – 12:00; June 24, 2:50 pm to 6:00 pm; June 25, 8:05 am to 6:00 pm	SEB Members



Safety and Administrative Information



- Meeting room exits
- Restrooms can be found in the hallway outside this ballroom
- Cell phones should be off or on vibrate
- Recording devices are not permitted
- Site Tour Information
 - Mandatory safety briefing will be provided before the tour
 - Buses will leave promptly at **1:15 pm on 7/23** and **7:15 am on 7/24**
 - Buses will depart from the NW Side of the Ramada Palms
 - There will be no personal tours



Disclaimer

- These slides are not to be interpreted as a comprehensive description of the requirements in the Draft Request for Proposal (DRFP)
- To the extent there are any inconsistencies between this briefing and the future solicitation, the solicitation will govern



Response to Questions

- Verbal questions will be answered during the Pre-proposal Conference as time permits. Responses to verbal questions will not be considered official. The Government expects that verbal questions received from Industry will be followed up in writing.
- If a difference exists between verbal and written responses to questions, the written responses shall govern.



Opening Remarks

Frank Benz
WSTF Site Manager



Opening Remarks

Jeffrey M. Cullen
Deputy Director, Office of Procurement



Procurement Overview

Irene Garcia
Contracting Officer



TEST Source Evaluation Board

- Source Selection Authority (SSA)
 - Ellen Ochoa
 - Deputy Director, Johnson Space Center

- Source Evaluation Board (SEB) Membership
 - Harold Beeson, Chair
 - Irene Garcia, Contracting Officer
 - John Villegas
 - Jen Allred
 - Alton Luper
 - Reinhard Brueckner

- Pricing support
 - Herb Rocha



Background

- The purpose of this pre-proposal conference is to help industry understand the Government's requirements
- Questions
 - Any response to verbal questions during the conference shall not be construed as an official answer
 - Submit written questions to the Contracting Officer via email, as described in the cover letter to the Draft RFP
 - Official responses to written questions received by the Contracting Officer will be posted to the Test Evaluation and Support Team (TEST) procurement website
 - **The deadline for questions regarding the Draft RFP is July 9, 2010**



Background (cont.)

- Point of Contact:
 - Contracting Officer: Irene Garcia
 - Email Address: irene.m.garcia-1@nasa.gov
 - TEST web address:
 - <http://procurement.jsc.nasa.gov/test/>



Background (cont.)

- Ombudsman (NFS 1852.215-84): "...before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution ... If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman ..."
- Installation Ombudsman: Melanie Saunders, Associate Director (Management)

Contact Information:

Lyndon B. Johnson Space Center
Mail Code: AC
2101 NASA Parkway
Houston, TX 77058
Phone: 281-483-0490
Fax: 281-483-2200
melanie.saunders-1@nasa.gov



TEST Scope

- Composed of both Cost Reimbursable (CR) and Fixed Price (FP) Indefinite Delivery, Indefinite Quantity (IDIQ) task/delivery orders
 - Core Capabilities
 - Propulsion, Oxygen Materials & Components, Composite Pressurized Systems, Hypervelocity Impact, Propellants & Aerospace Fluids, Flight Hardware Processing
 - Technical Services
 - Training
 - Quality
 - Test Safety
 - Institutional Safety and Health
 - Sustainable/Renewable Energy
 - Facility Maintenance
 - Communication Systems
 - Minor Construction/Construction Management
 - Publications, Photo, Video



TEST Acquisition Information

- Period of Performance
 - Base Period: May 1, 2011 thru April 30, 2014
 - Option Year 1: May 1, 2014 thru April 30, 2015
 - Option Year 2: May 1, 2015 thru April 30, 2016
- Contract Type
 - This is an Award Fee Indefinite Delivery, Indefinite Quantity (IDIQ) Contract with both cost reimbursable (CR) and fixed price (FP) task/delivery orders.
 - This procurement is a full and open competition

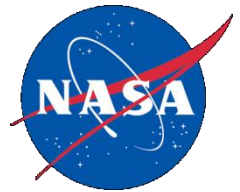


SOW, J Attachments, and DRD's

Harold Beeson, Ph.D.
Chief, Laboratories Office



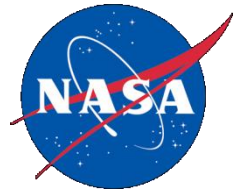
DRFP Highlights—Section C (Statement of Work)



- The SOW is composed of nine sections:
 - Section 1 is an introduction to the Statement of Work
 - Section 2 contains the contract management and administration requirements
 - Section 3 contains the WSTF Safety and Mission Assurance requirements
 - Section 4 contains the Emergency Services work requirements
 - Section 5 contains the Enabling Capabilities technical work requirements
 - Section 6 contains the Systems and Maintenance technical work requirements
 - Section 7 contains the Space System Performance, Environment, Hazard Evaluation, and Testing technical work requirements



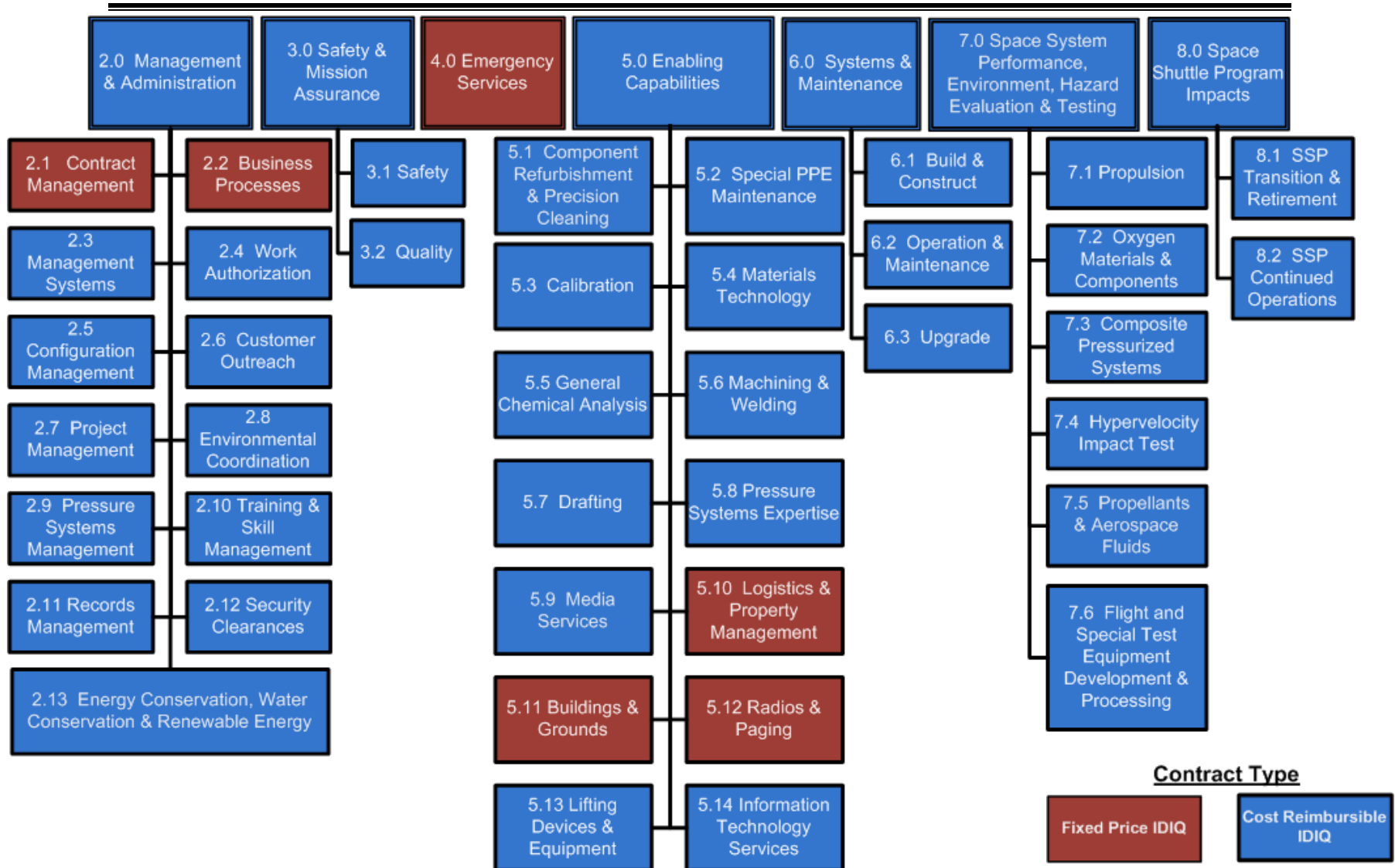
DRFP Highlights—Section C (Statement of Work)

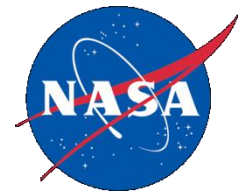


- Section 8 contains the Space Shuttle Program and related technical work requirements
- Section 9 contains the Performance Standards
- Three Attachments
 - Attachment 1 – List of Facilities
 - Attachment 2 – Project Work Requirements
 - Attachment 3 – List of Acronyms

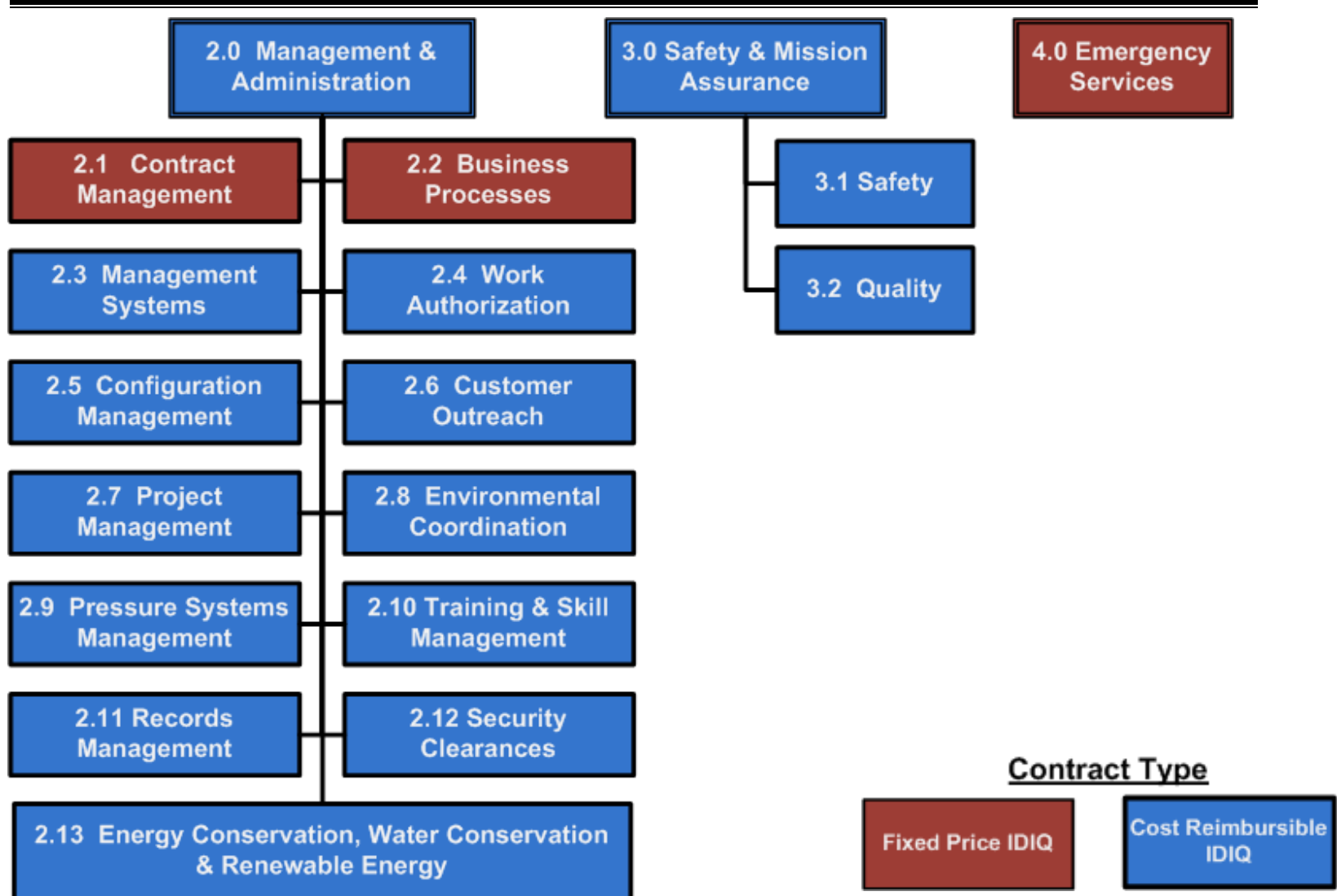


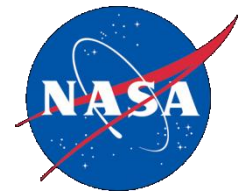
TEST Work Breakdown Structure



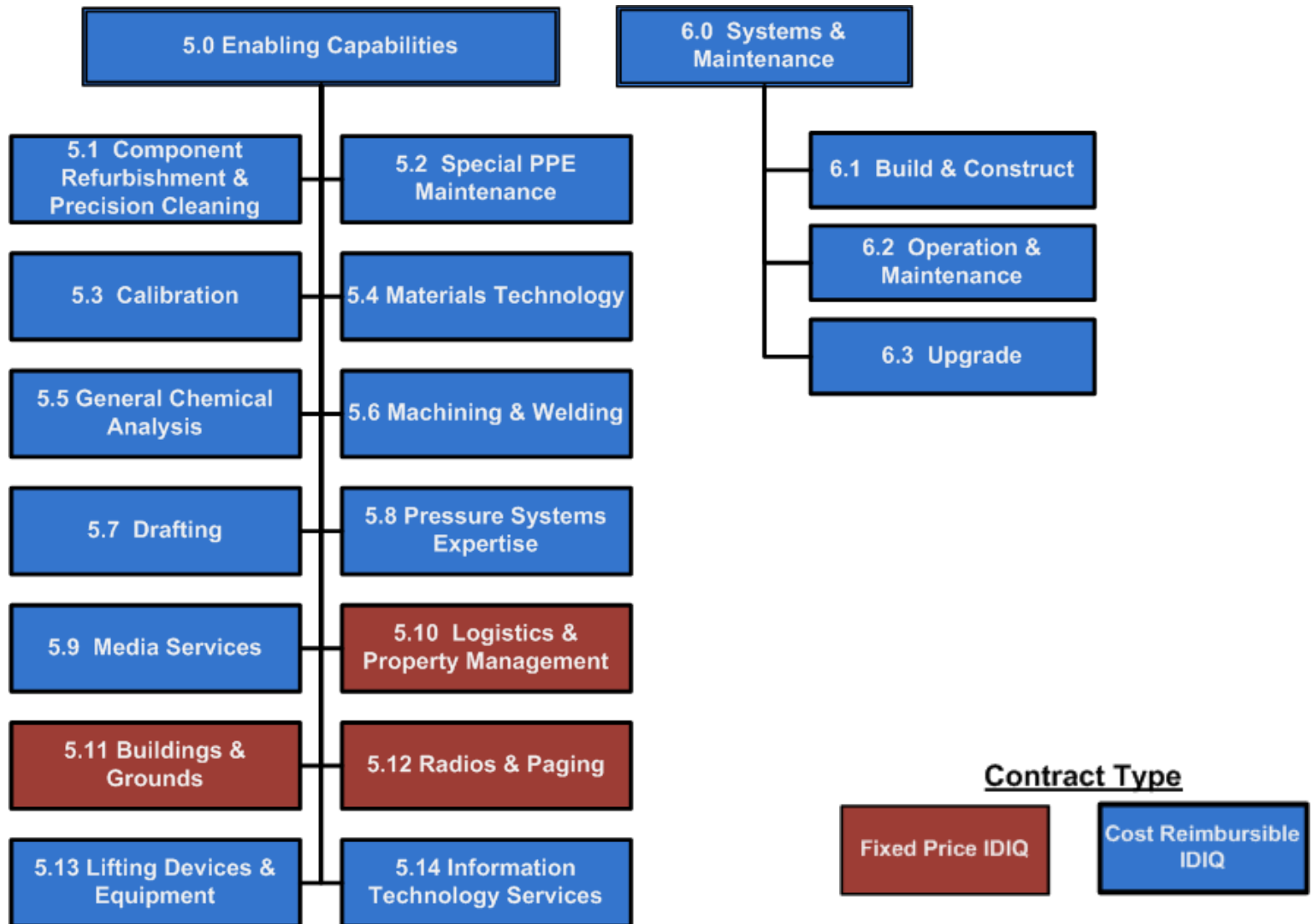


TEST Work Breakdown Structure





TEST Work Breakdown Structure





TEST Work Breakdown Structure

7.0 Space System Performance, Environment, Hazard Evaluation & Testing

7.1 Propulsion

7.2 Oxygen Materials & Components

7.3 Composite Pressurized Systems

7.4 Hypervelocity Impact Test

7.5 Propellants & Aerospace Fluids

7.6 Flight and Special Test Equipment Development & Processing

8.0 Space Shuttle Program Impacts

8.1 SSP Transition & Retirement

8.2 SSP Continued Operations

Contract Type

Fixed Price IDIQ

Cost Reimbursible IDIQ



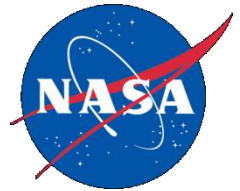
DRFP Highlights - J Attachments

- J-1 Performance Evaluation Plan
- J-2 Data Requirements List and Data Requirements Description
- J-3 Wage Determination Collective Bargaining Economic Terms
- J-4 List of Installation-Accountable Property and Vehicles
- J-5 Safety and Health Plan***
- J-6 DD 254: Contract Security Classification Specification
- J-7 Quality Plan***
- J-8 Contract Phase-In Plan***
- J-9 Contract Management Plan***
- J-10 Contract Work Breakdown Structure (WBS) and Dictionary***
- J-11 Contract Risk Management Plan***
- J-12 Environmental Compliance Plan***

** provided by offeror in their proposal as outlined in DRDs*



DRFP Highlights - J Attachments (cont'd)



- J-13 **External Customer Plan ***
- J-14 **Labor Relations Plan ***
- J-15 **Total Compensation Plan ***
- J-16 **OCI Avoidance Plan ***
- J-17 **Small Business and Subcontracting Plan ***
- J-18 Information Technology Plan
- J-19 **Performance Assessment Plan ***
- J-20 Pressure Systems Information
- J-21 **Staffing and Critical Skills Plan ***
- J-22 **Government Property Management Plan ***
- J-23 **Maintenance, Operations, and Repair Plan ***
- J-24 WSTF Operations Information

** provided by offeror in their proposal as outlined in DRDs*



J-1 Performance Evaluation Plan

- The Contractor's performance will be evaluated every 6 months by the Government in accordance with the procedures set forth
- Proposed Fee is divided into two pools
 - Award Fee Pool
 - 80% of the Contractor's proposed fee dollars
 - Innovations and Efficiencies Performance Incentive Fee (I&E PIF) pool
 - 20% of the Contractor's proposed fee dollars
- Award Fee is earned based on Contract performance against requirements and includes Technical and Management, Safety, Cost, and Small Business Utilization.
- I&E PIF is earned based upon the Government's assessment of Contractor's successful accomplishment of the innovation and efficiency performance items
 - Includes safety innovations, critical skills, attracting new business and contractor proposed innovations and efficiencies



Contract Management DRD's

TEST-CM-01	<u>Contract Work Breakdown Structure*</u>
TEST-CM-02	<u>Contract Management Plan*</u>
TEST-CM-03	<u>Contract Risk Management Plan*</u>
TEST-CM-04	<u>Contract Phase-In Plan*</u>
TEST-CM-05	<u>External Customer Plan*</u>
TEST-CM-06	Management Review Report
TEST-CM-07	<u>Labor Relations Plan*</u>
TEST-CM-08	<u>Total Compensation Plan*</u>
TEST-CM-09	<u>Staffing and Critical Skills Plan*</u>

** provided by offeror in their proposal*



Business Processes and Project Management DRD's

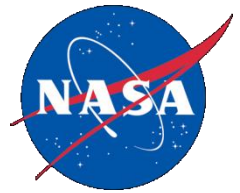


TEST-BP-01	<u>OCI Avoidance Plan*</u>
TEST-BP-02	<u>Small Business Subcontracting Plan*</u>
TEST-BP-03	<u>Wage/Salary and Fringe Benefit Data*</u>
TEST-BP-04	NF533 Cost and Data Reporting
TEST-BP-05	Monthly Procurement Report
TEST-PM-01	<u>Performance Assessment Plan*</u>
TEST-PM-02	Performance Reporting
TEST-PM-03	Task Order Plan

** provided by offeror in their proposal*



Information Technology and Environmental Compliance DRD's



TEST-IT-01 Information Technology Management Plan
& Reports

TEST-EN-01 **Environmental Compliance Plan** *

TEST-EN-02 Environmental Compliance – Risk
Management Plan

** provided by offeror in their proposal*



Logistics Services DRD's

TEST-LS-01	Supply Report
TEST-LS-02	Equipment Report
TEST-LS-03	Mail Report
TEST-LS-04	Logistics Report
TEST-LS-05	Disposal GSA Sales Report
TEST-LS-06	Transportation Report
TEST-LS-07	<u>Government Property Management Plan*</u>

** provided by offeror in their proposal*



Procurement, Safety and Quality, and Training DRD's

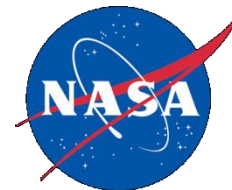


TEST-PC-01	Reprocurement Data Package
TEST-PC-02	Contract Closeout
TEST-SQ-01	<u>Safety and Health Plan*</u>
TEST-SQ-02	<u>Quality Plan & Report*</u>
TEST-SQ-03	Ordinance Inventory Management Report
TEST-TR-01	Training Plan and Report

** provided by offeror in their proposal*



Maintenance and Operations DRD's



TEST-MO-01	<u>Maintenance Operations and Repair Plan*</u>
TEST-MO-02	M&O Status Reporting and Work Plans
TEST-MO-03	M&O Critical Spares Reports
TEST-MO-04	M&O Repairs and Modifications Reports
TEST-MO-05	M&O Review of Documents and Procedures
TEST-MO-06	M&O Metering and Equipment Reporting
TEST-MO-07	M&O Record of Personnel Certifications and Licenses
TEST-MO-08	M&O Lifting Devices and Equipment Reporting

** provided by offeror in their proposal*



DRFP Highlights

Irene Garcia
Contracting Officer



DRFP Highlights

B.3 CONTRACT PHASE-IN (FIRM-FIXED-PRICE)

- Propose fixed price amount for phase-in

B.7 CURRENT CONTRACT VALUE AND FUNDING

- Propose fixed price amounts and fee percentage

B.8 MINIMUM/MAXIMUM IDIQ POTENTIAL CONTRACT VALUE

- Minimum value is \$500,000 per year
- Maximum value is \$100M per year



DRFP Highlights

E.3 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT

- WSTF maintains a site registration – compliance with ISO 9001, 14001, and AS 9100 is required

G.7 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY

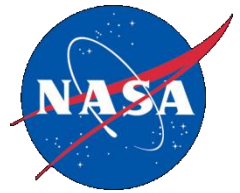
- The TEST Contractor will be responsible for managing and reporting all Government Property



DRFP Highlights

G.13 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES OF FOREIGN CONTRACTORS

- Recognize that the badging process may be lengthy
- Any contractor or subcontractor employee who is not a U.S. citizen (foreign national) may not be admitted to the JSC or WSTF site without special arrangements



DRFP Highlights

H.10 SMALL BUSINESS SUBCONTRACTING GOALS

Overall Small Business Goal	23%
Small Disadvantaged Business – (SDB)	8%
Woman Owned Small Business – (WOSB)	4%
Hubzone Small Business – (Hubzone)	0.1%
Veteran Owned Small Business (VOSB)	4.5%
Service Disabled Veteran Owned Small Business (SDVOSB)	3%
HBCU's (includes other minority institutions) (HBCU/MI)	0.3%



DRFP Highlights

H.17 NON-GOVERNMENT USE OF WSTF FACILITIES

- The Government may allow non-exclusive, non-NASA use of WSTF facilities by the Contractor under this contract.
- The Government and the Contractor shall enter into a Facility Reimbursable Agreement (FRA)

H.27 CONTRACTOR PURCHASING

- This contract is not subject to a material handling or related fee for the performance of procurement activities

H.39 CONTRACTOR PROCUREMENT PRACTICES AND PROCEDURES

- Government reserves the right to at any time surveil the contractor procurement processes and activities



DRFP Highlights

L.1 INSTRUCTIONS TO OFFERORS- COMPETITIVE ACQUISITION

- Government intends to award without discussions
- Initial proposal should include the offeror's best terms
- Government reserves the right to conduct discussions

L.8 PROPOSAL PAGE LIMITATIONS

- Review all instructions, including Section L.19.2, for page count limitations
- The SEB will not evaluate pages that exceed the stated limitations
- Offerors are highly encouraged to provide only the relevant information necessary to understand their proposal. Filling the page count with extraneous and/or repetitive information is highly discouraged.



DRFP Highlights

L.14 PROPOSAL MARKING AND DELIVERY

- Note that proposal delivery is required at WSTF, JSC, and at the cognizant DCAA Office
- WSTF is the designated Government Office for purposes of establishing timeliness of proposal receipt
- Understand marking and delivery instructions to ensure timely delivery

L.19.2 PROPOSAL DUE DATES AND VOLUME INFORMATION

- Adhere to proposal due dates given in Table L-2 - Note that the past performance volume is due 2 weeks prior to proposal
- Table L-1: Overview of Proposal Volumes and Page Limitations

Offerors are encouraged to provide only the relevant information necessary to understand their proposal. Filling the page count with extraneous and/or repetitive information is highly discouraged.



DRFP Highlights

LIST OF ATTACHMENTS

Key Personnel Resume

Cost Price Templates

Technical Resources Template

Small Business Subcontracting Tables

Fixed Price IDIQ Task Orders

WSTF Background Information

Standard Labor Categories

Independent Government Estimates

Past Performance Questionnaire Template

Cost Reimbursable IDIQ Sample Task Orders

PER SECTION L

There are several fixed price task orders that will be awarded as bid by the successful offeror:

Contract Management

Business Processes

Emergency Services

Mail Services

Supply Management

Equipment Management

Disposal Services

Transportation and Fleet Management

Receiving Services

Real Property

Buildings, Grounds and Janitorial

Radios and Paging



DRFP Highlights

M.2 EVALUATION FACTORS FOR AWARD

- The Government will award a contract resulting from this solicitation to the Offeror whose proposal represents the best value to the Government
- Of the three evaluation factors, mission suitability and past performance, when combined, are significantly more important than cost. Mission suitability is more important than past performance. Past performance is more important than cost.



Safety & Health Programs

**Guidelines for responding to Safety Requirements in the
Request for Proposal (RFP)**

Alton Luper
Chief, WSTF S&MA Office

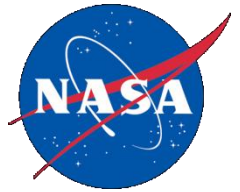




Agenda

- Overview of the NASA Safety Program
- What will be expected of you at WSTF
- Safety & Health data submitted with proposal
- A Successful Safety Program Model
- The Safety & Health Plan
- Recommendations
- References





Overview of the NASA Safety Program

- NASA safety objective is to
 - avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and
 - ensure safety and healthful conditions for persons working at or visiting NASA facilities
- NASA shall comply with all applicable regulations
 - NASA Safety & Health requirements
 - Federal agencies with regulatory authority over NASA such as:
 - OSHA
 - EPA
 - DoT
- Every employee has the responsibility to report workplace hazards
- There shall be no reprisal to personnel for reporting unsafe or unhealthy conditions





NASA Safety Program Overview

- The NASA Safety Policy stresses the following points
 - Each employee is responsible for their own safety and that of their co-workers.
 - Risks within the work environment must be managed to control hazards and continually improve workplace conditions
- The Occupational Safety & Health Administration (OSHA) has recognized NASA WSTF and many of its contractors as leaders in health and safety by awarding each the “Star” designation level of achievement in the Voluntary Protection Program (VPP)
- WSTF is serious about safety and
 - has a comprehensive and successful safety and health culture
 - is below the national average for the industry in injury/illness rates
 - has demonstrated good faith in dealing with OSHA
 - serves as a safety & health mentor to regional industry





What would be expected of you at WSTF

- All contractors performing work at WSTF shall comply with all applicable safety and health regulations
- WSTF does not assume the responsibility of the “employer” for contractor employees
- Every major onsite contractor shall have a designated safety official and shall conform to a written safety and health plan
- Failure to comply with safety and health requirements may result in contract termination, lower fee, and exclusion from future contract awards





Submission of detailed Safety & Health data with your proposal

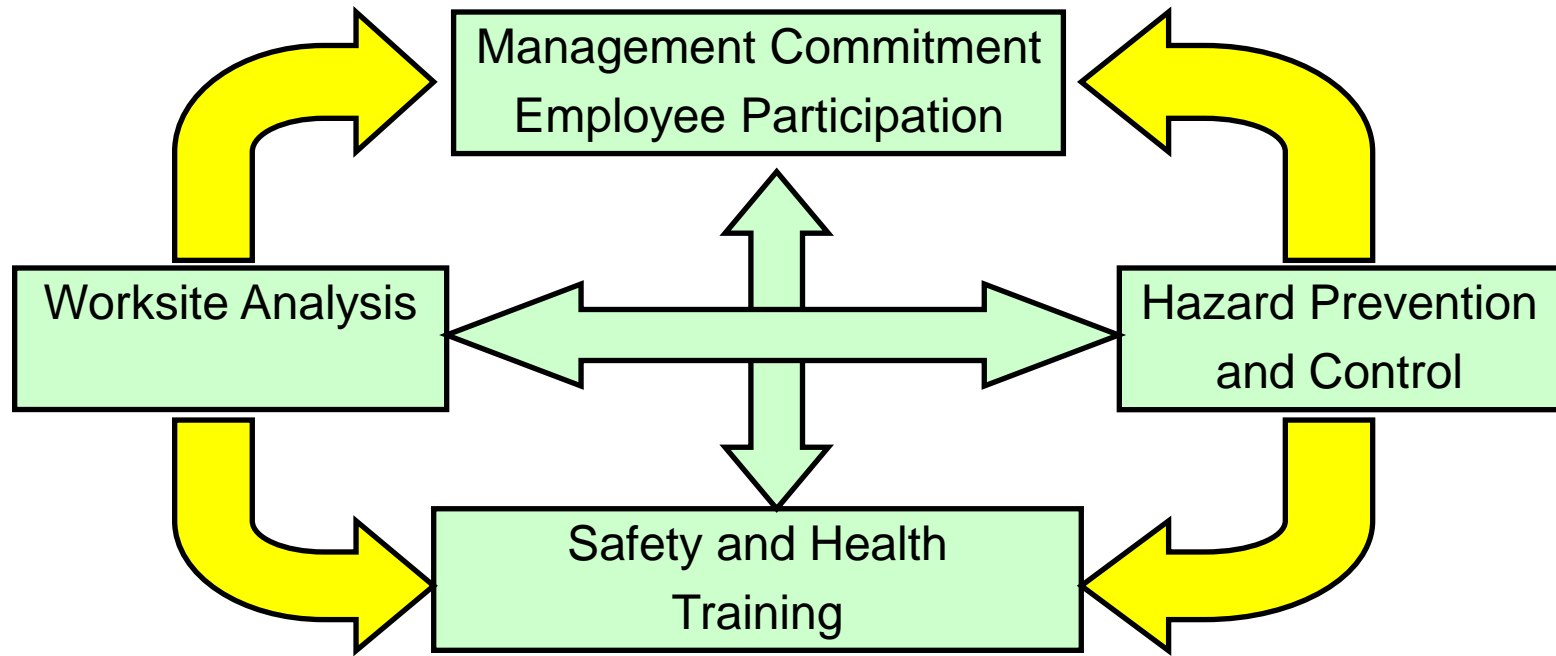


- The Safety & Health Plan shall include the following
 - A detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees AND the safety of all working conditions throughout the performance of the contract.
 - A statement regarding past OSHA citations will be required
 - Records of OSHA recordable injuries (OSHA Logs & calculated frequency rates)
 - Insurance carrier information including experience modifier





A Successful Safety Program Model



Structured around 4 Basic VPP elements





The Safety & Health Plan

- There are 4 Safety & Health Plan provisions you should expect to address on a typical WSTF service contract
 - Management Leadership and Employee Participation
 - Management Commitment – demonstrable leadership via goals, objectives, and policy statements
 - Planning – safety is planned, it doesn't just happen
 - Written Safety & Health Program
 - Authority and Resources – roles and responsibilities, funds, manpower (designated safety and health official, safety representative, medical contact, fire wardens)
 - Employee Involvement – participation at all levels
 - Safety & Health Program Evaluation – how is the program doing





The Safety & Health Plan

– Worksite Analysis

- Management Understanding –hazard recognition and response
- Industrial Hygiene – specialized area requiring technical support and coordination
- Pre-use Analysis – before you use a new or modified piece of equipment or process, what has changed with respect to the hazards involved?
- Hazard Analysis – jobs, equipment, systems, processes
- Routine Inspections – catch hazardous conditions before someone is hurt
- Employee Hazard Reporting – ways to encourage reporting
- Accident/Incident Investigations - response, reporting and correcting negative findings





The Safety & Health Plan

- Hazard Prevention and Control
 - Certified Professional Resources – safety professionals, industrial hygienists, trainers, system safety practitioners
 - Hazard Elimination or Control
 - Maintain a list of hazardous operations and processes
 - Develop written procedures to identify safety procedures
 - Methods for notification of personnel
 - Hazard Control Programs – examples include lockout/tagout, confined space entry, asbestos/toxic exposure, PPE
 - Occupational Healthcare Program – medical surveillance program, treating injuries & illnesses, case management
 - Prevention Maintenance – equipment and systems
 - Disciplinary System – approach to modify behaviors
 - Emergency Preparedness – fire, explosion, weather





The Safety & Health Plan

– Safety and Health Training

- Program Description –training program should ensure
 - safe work practices,
 - hazard recognition and
 - compliance with regulatory requirements
- Tailor training toward specific audiences – managers, supervisors, employees
- Discuss certification programs – training requirements and physical conditions
- Train for emergencies – fire drills, evacuation drills, site emergencies
- Personal Protective Equipment – training in the use and care of PPE
- Training in hazard communication, confined space entry, lockout/tagout, etc.





Recommendations

- For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries
- Understand the data requirements
- Tailor your plan to what you will do on the contract
- Ensure your plan follows the DRD format
- Any safety and health requirement you feel is not applicable to this work, tell us why
- Contact the procurement point of contact on this solicitation if you have any questions





References

- NASA Federal Acquisition Regulation Supplements (NFS)
<http://nais.nasa.gov/far/>
 - NFS 1852.223-70 - Safety and Health
 - NFS1852.223-73 - Safety and Health Plan
 - NFS 1852.223-75 - Major Breach of Safety or Security
- General NASA information
<http://www.nasa.gov/>
- Occupational Safety & Health Administration
<http://www.osha.gov/>
- JSC Safety and Health handbook (JPR 1700.1)
<http://jschandbook.jsc.nasa.gov/>





TEST Schedule and Closing Remarks

**Irene Garcia
Contracting Officer**

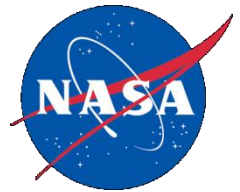


TEST Schedule

- ✓ Draft RFP released June 10, 2010
- Draft RFP Questions Due July 9, 2010
- Final RFP release August 3, 2010
- Contract Award February 15, 2011
- Phase-In Start March 1, 2011
- Contract Start May 1, 2011



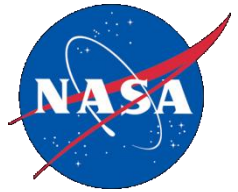
Pre-Proposal Conference Remarks



- Topics covered today are not inclusive and potential Offerors should not place any added emphasis based on the content of this briefing
- Information provided today is to assist in the development of proposals; however the Final RFP will take precedence
- Continue to monitor the TEST website for updates
- Official responses to written (e-mailed) questions are posted to the TEST website periodically



Pricing and One-on-One Discussions



- Cost/pricing break-out session will be held tomorrow in the Santa Fe Room
 - 1:30 – 2:30 pm on June 24 (following second half of tour)
- One-on-one discussions will start today and will continue tomorrow afternoon and Friday in the Santa Fe Room

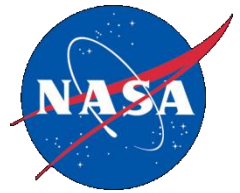
10:40 – 12:00 on June 23
2:50 – 6:00 pm on June 24
8:05 – 6:00 pm on June 25

- Attendees should already be pre-registered for a time slot and were notified by e-mail of the scheduled time



TEST Contract Website

<http://procurement.jsc.nasa.gov/test/>



Site Tour Information and Escorted Visitor Video

John Villegas
Facility Operations – M&O Manager



Site Tour Information



- Safety
 - WSTF is a hazardous test facility
 - Follow directions and guidance of your escort
 - Please stay with the group
 - Some tour stops are outdoors
 - Will require walking on uneven surfaces and using stairways
 - Safety equipment (e.g., hard hats and safety glasses) will be provided by your escort, as needed
 - No open-toed shoes or shorts
 - Hats and sunscreen are recommended
- Security
 - Tour participants were already pre-registered to attend
 - Visitor badges will be provided for site access through security
 - Tour participants must bring a valid Government Issued ID



Site Tour Information



- Logistics
 - Buses will be located on the northwest side of the Ramada Palms Hotel
 - Please board your assigned bus
 - Tour leaves the hotel at 1:15 pm today, and will return to the hotel by approximately 6:00 pm
 - Tomorrow, the tour will leave the hotel at 7:15 am and will return to the hotel by approximately 12:00 noon
 - During the tour please direct questions only to the Civil Servant tour escorts
 - Please ask your tour escorts prior to taking any photos
 - Please keep badges overnight for use tomorrow
 - Please advise your escorts if there are any issues during the tour



WSTF Escorted Visitor Video

Note: all tour participants must view these videos